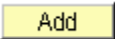





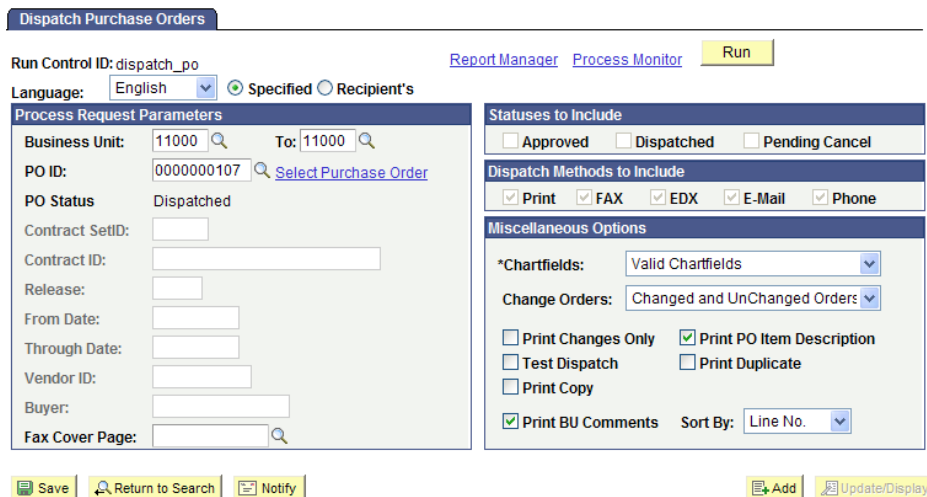
Buyers Checklist

Dispatch (Print) a Purchase Order

The following steps will need to be completed the first time you print a purchase order.

Navigation: *Purchasing* → *Purchase Orders* → *Dispatch POs*

1. Click the **Add a New Value** Tab.
2. Type "DISPATCH_PO". Click .
3. **Business Unit:** Type or Click  to enter your Business Unit.
4. **PO ID:** - Click  to find your Purchase Order.
5. In the **Miscellaneous Options group box**, select the following:
 - **Statuses to Include** = don't check any boxes
 - **Dispatch Methods to Include** = just "Print" should be checked for now
 - **Chartfields** = Recycled AND Valid Chartfields
 - **Change Orders** = Changed and Unchanged Order
 - **Test Dispatch** should NOT be checked
 - **Print Copy** = check this box only if you need more than one copy of the PO. If 'Number of Copies' states "1", two copies will print.
 - **Print BU Comments** should be checked
 - **Print PO Item Description** should be checked
6. Select the Save icon . The page should look like this:



7. **Batch Dispatching:** You may want to set up an additional run control ID for dispatching purchase orders in batches. We suggest that buyers set up a run control using their name because the buyer field must be filled in for the batch process to run. Enter a date range and leave the PO ID blank. The dates will have to be changed each time the process is run. For batch dispatching, be sure to check all status boxes or at least include 'Approved' and 'Dispatched.' See the following example:

Printing the PO

1. Using the Run Control ID you just set up, click the looking glass beside the PO ID to select your PO, or use [Select Purchase Order](#).
2. Verify that "Test Dispatch" is not checked.
3. If only one copy is needed, remove the checkmark from 'Print Copy.'
4. Click the Run icon.
5. On the Process Scheduler Request page verify the following:
 - a. Server Name: **Leave blank** (**new procedure)
 - b. Select PO Dispatch/Print
 1. Type = Web
 2. Format = PDF
6. Click OK.
7. Click [Process Monitor](#) link.
8. Verify that your user ID appears, and look for the Process Name [POPO005](#).

9. Click the 'Refresh' button until the run status changes to Success and the distribution status is Posted. Wait 30 seconds in between clicks of the refresh button!
10. Click the [Details](#) hyperlink, then the [View Log/Trace link](#).
11. Click the [POPO005 407xxx.PDF](#) hyperlink. Print out copies of the PO to send to the vendor.

NOTE: If the Dispatch process does not work or the PO prints with an unauthorized signature, go back and check that:

- The PO is budget checked correctly. Review the distribution lines if necessary.
- "Test Dispatch" is not checked on the dispatch run control ID set up.
- If using batch dispatching, were the dates changed?
- Did the PO receive final approval?